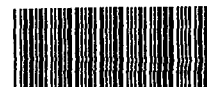




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SDMS Doc ID 165313

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fr: Catherine McCracken, Community Involvement Specialist  
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dt: August 25, 1998

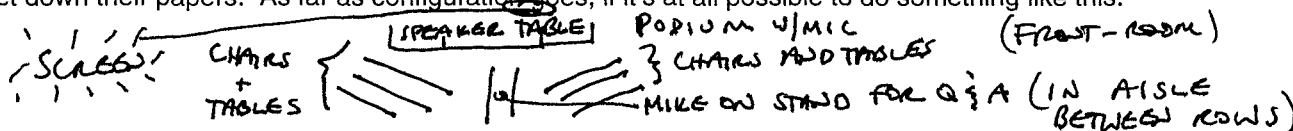
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**Message:**

Dear Karen,

Thank you so much for calling with the message that you received your packet of materials for the forum. I also talked with someone today in Washington, DC and was glad to hear that they had also received the mailing. Just to let you know, we are now expecting about 110 participants on Thursday. This does not include those who may register that day. So, I think we will have an excellent number of people and good discussions.

I am writing to ask if it would be possible for you to confirm the room set-up with your facilities office. If we could set up for 150-160, that should be about right (and your class will be able to join us for part of the morning and actually have a seat!) Ideally, we could have tables with the chairs so that people can write notes or set down their papers. As far as configuration goes, if it's at all possible to do something like this:



Otherwise, regular rows will work just as well. (As a facilitator, I am less fond of the more boxy layouts). One other item which would be helpful is a couple of easels to display the welcome signs at the registration tables. Also, if you have access to additional stands and flip charts for inside the rooms, that would be helpful. If not, if you could leave me a voicemail message and let me know, I will talk to Dale Ohnmeiss tomorrow and see if that is something ADEQ could provide.

I will be checking voicemail tomorrow and can give you a call to discuss any last minute items. As we discussed yesterday, I am planning on arriving at the University Center Building at 7:00 am on Thursday for set-up.

Karen, again my thanks for all the help you have provided and for your willingness to make the stakeholders forum a success.

I look forward to seeing you on Thursday!

*Catherine*

P.S. P.S. excuse my terrible drawing.